

MINUTES
CITY OF STEVENSON COUNCIL MEETING
October 15, 2020
6:00 PM, Via Zoom and YouTube

1. CALL TO ORDER: Mayor Anderson called the meeting to order at 6:05 p.m. A number of attendees were delayed due to major traffic congestion on SR 14, and as a result much of the early agenda order was changed. **Councilmember Weissfeld** suggested calling Kevin Waters to delay his presentation due to the change in agenda order. **Councilmember Muth** asked if the public hearing regarding the Wastewater Moratorium could be conducted, as **Public Works Director Russell** was not in attendance. City Attorney Woodrich advised the hearing would be better with the report but it still could proceed. The meeting began with item 7a.

Attending:

- Mayor Scott Anderson; Councilmembers Knudsen, Muth, Weissfeld, Hendricks. Note- Councilmember McHale's remote connection was inconsistent and dropped frequently.
- City Staff: City Administrator Leana Kinley; Anders Soresstad, Deputy Clerk/Treasurer; Public Works Director Karl Russell; Fire Chief Rob Farris
- Other: City Attorney Ken Woodrich
- Guests: Kevin Waters, Executive Director, Skamania County Economic Development, Lori Call, Washington Gorge Action Programs Homeless Housing Director
- Public attendees: Ann Leuders

2. CHANGES TO THE AGENDA: *[The Mayor may add agenda items or take agenda items out of order with the concurrence of the majority of the Council].*

a) * 10/13 changes include: Addition of Liquor License Renewals to Consent Agenda (item 3a); addition of Leak Adjustment to Consent Agenda (item 3b); addition of the Budget Message and enhancement of the documents with more information for the 2021 Budget Hearing (item 6b); addition of resolution 2020-367 adopting the inter-agency policy for hazardous materials response (item 9a); relocation of minutes from Consent Agenda to New Business and added minute corrections requested (item 9i-(moved to 9j as of 10/15)); addition of letter of support request from Oregon Department of Transportation (item 9j); addition of the Fire Department report (item 10c); addition of Councilmember Knudsen's letter to Representative Mosbrucker (item 10h); addition of Public Works Director's report (item 11a); addition of City Administrator's report (item 11c)

b) ** 10/14 changes include: Addition of Sewer Plant Update information (item 7b); addition of Stevenson Downtown Association request for CARES Act uses (item 9b); addition of report from Prosecutor on the Granny Gedunk incident (item 10g); addition of Community Development Director's report (item 11b)

c) ***10/15 changes include: Addition of Governor's Proclamation 20-23.11 extending the prohibition on utility disconnects for non-payment through Dec. 31 2020 (item 7a); switched order of agenda items 9i and 9j (Historic Columbia River State Highway letter of support and

Minutes); addition of discussion of councilmember conduct and representation (item 9k); addition of voucher approval information and reports (item 12a)

3. CONSENT AGENDA: The following items were presented for Council approval.

a) *Liquor License Renewals - Andrew's Pizza SW, Inc. and Red Bluff Brewing LLC

b) *Water Adjustment - William Closner (meter No. 503400) requested a water adjustment of \$32.94 for a leaking toilet which they have since repaired.

MOTION to approve consent agenda items a-b made by **Councilmember Muth** with a second provided by **Councilmember Hendricks**.

- Voting aye: **Councilmembers Weissfeld, Knudsen, Muth, Hendricks, McHale**
- Voting nay: None

4. PUBLIC COMMENTS: No public comments were received.

5. PRESENTATIONS FROM OUTSIDE AGENCIES:

a) Skamania County Economic Development Council - Kevin Waters, Executive Director, thanked the City Council for supporting the EDC over the past years. He provided information on the EDC's recent events and activities, including the Annual (Virtual) Luncheon. He provided an overview of the pandemic grant and loan programs administered so far. The EDC managed approximately \$1M for local businesses and organizations. He highlighted several programs the Stevenson Downtown Association has developed. He described the EDC's purpose as one that provides building blocks for public and private enterprise with a focus on economic prosperity.

6. PUBLIC HEARINGS

a) 6:15 - Commercial Wastewater Moratorium - **City Administrator Leana Kinley** presented resolution 2020-366 adopting the findings of fact related to the moratorium extension and ordinance 2020-1165 extending a wastewater moratorium on commercial sewer connections with discharge above residential strength for public comment and council consideration. The public hearing was opened at 6:17 p.m. by **Mayor Anderson**.

Councilmember Weissfeld briefly explained the initial purpose of the moratorium was in response to past violations at the Stevenson WWTP. The state Department of Ecology limits how much waste the WWTP can handle, and the limit was being regularly exceeded. The moratorium was put in place voluntarily by the City. **Karl Russell, Public Works Director** then joined the meeting and confirmed the information. The moratorium extension request is due in part to the impending rainy season, with I&I (Inflow and Infiltration) contributing to influent violations. **PWD Russell** shared a commercial applicant has been seeking permission to tie in to the sewer system.

MOTION to approve resolution 2020-366 adopting the findings of fact related to the moratorium extension on commercial connections made by **Councilmember Knudsen** with a second provided by **Councilmember Weissfeld**.

- Voting aye: **Councilmembers Weissfeld, Knudsen, Muth, Hendricks, McHale**
- Voting nay: None

MOTION to approve ordinance 2020-1165 extending the wastewater moratorium on commercial connections with discharge above residential strength made by **Councilmember Knudsen** with a second provided by **Councilmember Weissfeld**.

- Voting aye: **Councilmember Knudsen, Weissfeld, Muth, Hendricks, McHale**
- Voting nay: None

b) *6:30 - Proposed 2021 Budget Hearing - Mayor Anderson opened the public hearing at 6:43 p.m. **City Administrator Leana Kinley** presented the 2021 proposed budget for public comment and council consideration. **City Administrator Kinley** provided summary information regarding the proposed 2021 city budget. She highlighted areas of anticipated revenue and expenses.

The Council held a substantial discussion regarding budget items, including transportation projects, waste water and sewer extensions, public water system upgrades, city personnel costs, vehicle replacement, city contributions to SCSD pool operations, and the upcoming Parks and Recreation District ballot (set for sometime in 2021.) The school district is looking for commitments from partners to support pool operations through a "soft closure". Councilmembers suggested budgeting \$40K.

Councilmembers considered a proposal from **Councilmember Knudsen** regarding banning personal July 4th fireworks in exchange for additional funds to the public fireworks show. Currently the City contributes \$6,500 from the city lodging tax. **Councilmember Muth** opposed the idea of linking a budget line item to a potential future action by the Council. City Attorney Woodrich explained a ban on personal fireworks would require at least one year to implement. **Mayor Anderson** spoke against a personal firework ban. An informal poll of the Council regarding the issue was conducted. Two indicated interest in holding a conversation on the issue.

Mayor Anderson opened public comments regarding the budget at 7:05 p.m. No comments were received. **Councilmember Muth** thanked **City Administrator Kinley** for her work on the budget. The public hearing was closed at 7:15 p.m.

7. SITUATION AND PROJECT UPDATES:

a) COVID-19 Update - Mayor Scott Anderson provided a brief update on the city's response to the COVID-19 pandemic. **Councilmember Muth** noted there have been extensions of the eviction moratorium in Washington State.

b) Sewer Plant Update - Public Works Director Karl Russell provided an update on the Stevenson Wastewater System and the Compliance Schedule. He reported things were going well. They have started first round of BOD/TSS samples with SIUs, one test came back high. They are working with the user to address their process. It did not affect the WWTP. **Councilmember Muth** thanked **PWD Russell** for the WWTP work. **PWD Russell** in turn gave a shout-out to his team of employees.

8. UNFINISHED BUSINESS:

a) Second Reading Ordinance Regulating Unmanned Aircraft - City Administrator Leana Kinley presented ordinance 2020-1162 regulating the use of unmanned aircraft in the city limits as initially presented at the September 17th council meeting for council consideration. A copy of the current Nuisance Code was attached as well. She noted no changes had been

made from the original presentation. A brief discussion followed on how the ordinance would address privacy concerns. It was agreed the ordinance would be hard to monitor, but was a starting point for the protection of privacy.

MOTION to approve ordinance 2020-1162 regulating the use of unmanned aircraft made by **Councilmember Muth** with a second provided by **Councilmember Hendricks**.

- Voting aye: **Councilmembers Muth, Weissfeld, Hendricks**
- Voting nay: **Councilmember Knudsen**

9. NEW BUSINESS:

a) *Approve Resolution 2020-367 - Fire Chief Rob Farris presented resolution 2020-367 adopting the inter-agency policy for hazardous material response for council consideration. **Chief Farris** explained the packet is considered a standard operating procedure. There is a county Emergency Services Council in which FD 2 participates. The hazardous response policy requires a resolution along with a signature page.

City Attorney Woodrich reviewed the resolution/policy and determined under RCW 35A.11.020 it had some effect on employment conditions and needed to go before the Council to adopt as a policy. Attorney Woodrich explained it was set up as a resolution to adopt the policy. Attorney Woodrich suggested authorizing **Chief Farris** to sign the haz-mat policy on behalf of the city in addition to Council adopting the resolution. He noted the Mayor could also sign it.

MOTION to approve resolution 2020-367 adopting the inter-agency policy for hazardous materials response made by **Councilmember Muth** with a second provided by **Councilmember Knudsen**. Prior to the vote additional discussion took place regarding what the resolution was providing regarding signature authority. **Mayor Anderson** noted nothing on the agenda indicated a discussion regarding signing authority and recommended a consistent process.

- Voting aye: **Councilmember Knudsen, Weissfeld, Muth, Hendricks**.
- Voting nay: None

The Council took a short recess from 7:38 p.m. to 7:42 p.m.

b) Approve Amendment A to the CARES Act Contract with Commerce - City Administrator Leana Kinley presented the amendment to the CARES Act contract as mentioned at the September 17th council meeting for additional funds and a one-month extension. There was no discussion by Council.

MOTION to approve amendment A to contract 20-6541C-336 with the Washington State Department of Commerce for an additional amount of \$24,300, a revised total contract amount of \$72,900 and an extension of the end date to November 30, 2020 made by **Councilmember Knudsen** with a second provided by **Councilmember Weissfeld**.

- Voting aye: **Councilmember Knudsen, Weissfeld, Muth, Hendricks**.
- Voting nay: None

c) CARES Act Spending - City Administrator Kinley presented guidelines on how the CARES Act grant from Commerce can be spent (pages 2-4) and a staff memo with information from the Skamania County Chamber of Commerce, Washington Gorge Action Programs and the

Stevenson-Carson School District on how the \$37K in additional funds may be spent for council direction.

Lori Call, Washington Gorge Action Programs Homeless Housing Director provided information on WAGAP's efforts to open a warming shelter in Stevenson.

After reviewing the options, the Council recommended \$10,000 each be provided to the Skamania County Chamber of Commerce, The Stevenson-Carson School District and Washington Gorge Action Programs and \$7,000 be provided to the Stevenson Downtown Association. Funding for the Chamber was provided to be used to support other businesses.

d) Approve Skamania County EDC Contract - City Administrator Leana Kinley presented the annual contract with the Skamania County Economic Development Council for 2021 services in the amount of \$12,890 for council approval. The increase was for the Small Business Administration advisor Klickitat and Skamania County share.

MOTION to approve the contract with Skamania EDC in the amount of \$12,890 made by **Councilmember Muth** with a second provided by **Councilmember Hendricks**.

- Voting aye: Councilmember **Knudsen, Weissfeld, Muth, Hendricks**.
- Voting nay: None

e) Approve Contract with US Economic Development Administration (EDA) - City Administrator Leana Kinley presented the grant contract from the EDA in the amount of \$4,054,400 for collection system capacity upgrades, all four lift stations and a section of force main identified in the General Sewer Plan and Facilities Plan, for council consideration. YAY! She highlighted the grant will help reduce loan payments and also noted the improvements will benefit residents and businesses.

Councilmember Muth asked **PWD Russell** if the geo-tech study had identified any slide conditions near the Wisteria area on the opposite side of Loop Road. **PWD Russell** reported none were determined through some recent geo-tech studies.

MOTION to approve the US Economic Development Administration grant award in the amount of \$4,054,400 for the wastewater collection system capacity upgrade project made by **Councilmember Muth** with a second provided by **Councilmember Hendricks**.

- Voting aye: **Councilmembers Knudsen, Weissfeld, Muth, Hendricks**
- Voting nay: None

City Administrator Leana Kinley thanked Kari Fagerness and EDC for their help in securing the grant.

f) Water Back-billing Waiver Request - City Administrator Leana Kinley presented the request from Mercedes Lux to waive the back-billing charges for the difference between the senior rate and residential base billing for 19 months. She included information from the Washington State Attorney General regarding COVID-19 guidelines.

The billing error was noted to be the responsibility of the City. A question was raised regarding gifting of public funds. City Attorney Woodrich determined it was a shared liability and waiving the back-billing was allowable.

MOTION to waive the back-billing charges for Mercedes Lux for \$304.00 made by **Councilmember Weissfeld** with a second provided by **Councilmember Hendricks**.

- Voting aye: **Councilmember Weissfeld, Knudsen, Muth, Hendricks**
- Voting nay: None

g) Discuss Halloween Events - Council discussed Halloween events such as trick-or-treating in light of the COVID-19 pandemic. Information from the Washington State Department of Health and US Center for Disease Control was included. After a brief discussion it was recommended to include COVID-19 advisory documentation on the City website and Facebook page.

h) Approve Verizon Contract with NASPO ValuePoint - **City Administrator Leana Kinley** presented the contract with Verizon through NASPO ValuePoint for discounted rates for services. This contract replaces the current contract approved through the master agreement with the State of Washington. She explained the state had re-negotiated some items and therefore the revised contract needed to be approved.

MOTION to approve the contract with Verizon through NASPO ValuePoint made by **Councilmember Weissfeld** with a second provided by **Councilmember Hendricks**.

- Voting aye: **Commissioner Knudsen, Weissfeld, Muth, Hendricks**.
- Voting nay: None

i) *Historic Columbia River State Highway Letter of Support - **City Administrator Leana Kinley** presented a request from the Columbia Gorge Tourism Alliance/Oregon Department of Transportation for a letter of support to complete the final 5-mile segment of the Historic Columbia River Highway, connecting Hood River to Viento State Park for council consideration. The completion will provide a way to ride a bike from Portland to Hood River, Oregon without having to use the Interstate. When the Bridge of The Gods extends the pedestrian, horse and bike pathway it will allow increased bike and pedestrian visits to Stevenson.

Councilmember Weissfeld requested there be an ask included to support having the section of the Historic Highway from Crown Point to Multnomah Falls be limited to one-way traffic due to congestion. **City Administrator Kinley** agreed to reach out to the responsible groups. She will modify the original letter, and send in a separate letter the changes requested by **Councilmember Weissfeld**.

MOTION to approve signing the letter of support as with changes as discussed made by **Councilmember Knudsen** with a second provided by **Councilmember Weissfeld**.

- Voting aye: **Councilmembers Knudsen, Weissfeld, Muth, Hendricks**.
- Voting nay: None

Mayor Anderson provided a brief update from the Port of Cascade Locks General Manager regarding the status of infrastructure legislation affecting the construction of a pedestrian pathway on the Bridge of The Gods.

j) *Minutes of September 17, 2020 Council Meeting. Requested revisions were attached for council review.

Councilmember Knudsen noted he had no objections regarding the first request to clarify the intent of the fireworks spending expansion. **Councilmember Muth** stated he had no objections to the first correction either.

Mayor Anderson observed the second change requested appeared to be an attempt to introduce narrative into the minutes. He stated he was not sure it could be published as a change. **Councilmember Knudsen** noted he was willing to withdraw the second request. He stated he had included it to make a point that City Attorney Woodrich was contracted to provide advice, not engage in debate. A further discussion ensued regarding the role of the City Attorney in providing the City Council advice on legal matters.

MOTION to approve the minutes of September 17, 2020 with changes as discussed (time stamped 2:20:15 via Matthew Knudsen email of October 20, 2020) made by **Councilmember Muth** with a second provided by **Councilmember Knudsen**.

- Voting aye: **Councilmembers Knudsen, Weissfeld, Muth, Hendricks.**
- Voting nay: None

k)*Discuss Councilmember Conduct and Representation** - **Mayor Anderson** reviewed sections of the City's Policy regarding Council Conduct and Representation with Councilmembers in response to comments made in a recent letter written by **Councilmember Knudsen** to State Representative Mosbrucker regarding actions taken by **Mayor Anderson** in response to COVID-19 regulations.

Mayor Anderson cited the rules Councilmembers are held to regarding the discussion of city business. He related concerns regarding the tone of the comments and opinions expressed in the letter, and pointed to **Councilmember Knudsen's** signing of the letter as a Stevenson City Councilmember as inappropriate. **Councilmember Knudsen** maintained the letter was written from his personal standpoint and was not presented as a majority council view. City Attorney Woodrich remarked, based on the policy explained by **Mayor Anderson**, it did not appear to be personal opinion.

A private issue that arose between **Councilmembers Muth** and **Knudsen** was directed by **Mayor Anderson** to be addressed outside of Council chambers.

Councilmember Weissfeld observed many people are struggling with stress and encouraged everyone to conduct themselves with kindness and respect. **PWD Russell** spoke of the need for positive communication between staff and Council. **Councilmember Hendricks** as well asked for civility and maturity.

Councilmember Weissfeld signed out of the meeting at 8:35 p.m. for a prior commitment.

10. INFORMATION ITEMS:

a) Chamber of Commerce Activities - The report presented described some activities conducted by Skamania County Chamber of Commerce in September, 2020.

b) Financial Report - City Administrator Leana Kinley presented the Treasurer's Report, including investment transactions, and year-to-date revenues and expenses through September 2020.

- c) ***Fire Department Report** - The Stevenson Fire Department's report for September, 2020 was presented for council review.
- d) **Planning Commission Minutes** - Minutes from the 9/14/20 Planning Commission meeting was presented.
- e) **Sheriff's Report** -The Skamania County Sheriff's report for September, 2020 was presented.
- f) **Metropolitan Parks District Update** - Information regarding the Boundary Review Board approval of the metropolitan parks district boundaries was attached. This allowed the measure to be put before the voters in an upcoming election.
- g) **Update on Granny Gedunks Incident** - The Skamania County Prosecutor provided an update on the status of the incident at Granny Gedunks which occurred on Friday, August 7, 2020.
- h) ***Councilmember Knudsen's Letter to Representative Mosbrucker** - A copy of a letter **Councilmember Matthew Knudsen** sent to State Representative was included in the Council meeting packet.

11. CITY ADMINISTRATOR AND STAFF REPORTS:

a) ***Karl Russell, Public Works Director** provided an update on work being done within Stevenson. 500' of water main is being placed replaced, potholes are being repaired, and ditching of roadsides is set to begin. An abandoned culvert in the Wisteria neighborhood is proving difficult to remove. He noted it has been a huge challenge to get WWTP and Water Treatment CE training and certification through online classes.

Rock Creek intake valve remains an issue, PW needs to pump water level down 12' to get to the valve needing repair.

Water Treatment Plant roof is leaking and needs repair.

Russell Street project is done, came in <\$28 low bid even with change orders. Road closure helped as well. He expressed appreciation to the business owners for their cooperation. Post Office patrons were seriously inconvenienced. Sidewalk concrete finish work (color and scoring patterns) were sub par. Rather than replace/repair and disrupt businesses again, a \$16K credit was taken.

Councilmember Muth congratulated **PWD Russell and his staff** on a job well done. Mayor Anderson requested a press release to thank staff and business owners for their patience and support.

b) **Ben Shumaker, Community Development Director** submitted a report for council review. **City Administrator Kinley** briefly reviewed the report items with Council. She noted the Planning Commission meeting from October 12th, 2020 went well. Zoning discussions are progressing. The overlook project and text amendments for zoning are in process.

She talked with the granting agency for the Shoreline Management Plan update. It would provide \$11,200 to update the Shoreline Management Program. The tree inventory management plan is in the initial stages. The City will issue an RFP for contractor services by the end of 2020. The Columbia Realignment Project feasibility is still being worked on. Costs are being assessed, and the City Council will have to determine whether to move forward or not on the project.

c) ***Leana Kinley, City Administrator** provided an overview of items in her report and discussed several additional items. City/County zoning coordination within the Urban Growth Area was discussed with Tim Elsea, which would help with future annexation.

Tim Elsea put customer satisfaction/feedback forms on the county website for building inspection services. The County is hiring an assistant building official to be in place by January 1, 2021. **City Administrator Kinley** related some city and county permit fees are not aligned, and she is looking at possible changes to bring before Council, which will require a public hearing.

She will be reviewing the website for the business licensing conversion process explained at the September 2020 Council meeting, and will be meeting with Facility Dude to start getting city information set up. Phases will start with work order, then predictor model tool.

Councilmember McHale's request for information will be provided at the November 2020 Council meeting. **City Administrator Kinley** met with the Sheriff's Office regarding the 2021 contract. A two-year contract with an optional one-year extension is requested by the SO. Enforcement priorities can be negotiated annually.

Councilmember Muth asked the status of Rock Creek, Hollstrom Road and Tolliver Road projects and received a brief update.

A collapsed storm water line near the Grange on Rock Creek is scheduled for repairs.

Councilmember Muth received confirmation the last Sheriff's Office contract was for 3 years.

12. VOUCHER APPROVAL:

a)***September 2020 payroll & October 2020 AP checks have been audited and are presented for approval. September payroll checks 14650 thru 14656 total \$99,229.07 which includes EFT payments. October AP checks 14649 and 14657 thru 14709 total \$320,715.69 and includes EFT payments and checks. The AP check register with fund transaction summary is attached for review.

MOTION to approve the vouchers as presented made by **Councilmember Muth** with a second provided by **Councilmember Knudsen**. Prior to the vote **Councilmember Muth** asked about payroll and was informed it is not included in the packet.

- Voting aye: **Councilmembers Muth, Knudsen, Hendricks.**
- Voting nay: None

13. MAYOR AND COUNCIL REPORTS:

Mayor Anderson related the Stevenson Downtown Association has published its application packet for the 'Bricks and Clicks' program. Businesses can receive up to \$1K to improve outdoor aesthetics at downtown businesses. A discount code program for to-go orders is also being developed to help local restaurants increase sales during COVID-19 restrictions on seating limits.

He briefed Council about a Railroad sponsored event he attended virtually. Last year he had attended one where he talked with railroad representatives about helping with safety in case

a train accident or fire occurred in Stevenson. He noted this year's event focused on COVID-19 and was not very helpful.

14. ISSUES FOR THE NEXT MEETING:

Councilmember Knudsen requested an update regarding the delay on the toxic water quality monitoring. **City Administrator Kinley** reported they had just received a list regarding contaminants to test for and were looking into labs that could perform the tests required.

A question about the Port of Skamania's mitigation project was raised. **City Administrator Kinley** noted the city has not heard about the project either. **Mayor Anderson** recalled **City Development Director Shumaker** might be working with them to get through the final phase.

Councilmember Muth confirmed 2 meetings for November 2020. November 12th is entirely devoted to the budget and the budget public hearing will be held November 19th as part of the regular City Council meeting.

15. ADJOURNMENT - Mayor Anderson adjourned the meeting at 9:08 p.m.

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Approved _____; Approved with revisions _____

Scott Anderson, Mayor

Date

Minutes Recorded by Johanna Roe